

PART 2054 - EMPLOYMENT

Subpart A - Within-Grade Salary Increases

§2054.1 General.

This Instruction provides guidelines and procedures for granting and withholding within-grade increases (WGIs). A WGI is a one-step salary increase within a General Schedule (GS) grade given after a waiting period, if the employee's performance is at an acceptable level of competence. Form AD-658, "Within-Grade Increase Record," is used by the Department and the Rural Economic and Community Development (RECD) for obtaining certification for WGIs. Exhibit A of this Instruction is Subchapter 4 of Chapter 531 of the Departmental Personnel Manual (DPM) which contains the procedures and requirements for granting or withholding WGI's. RECD will adhere to Subchapter 4 of Chapter 531 of the DPM (Exhibit A) for granting and denying WGI's. This Instruction covers all nontemporary, full-time, part-time, and intermittent GS employees.

§2054.2 Waiting period.

(a) Full-time and part-time employees with a regular tour of duty. Time in nonpay status is creditable service for a waiting period when the total time is not more than: 2 workweeks for rates 2, 3, and 4; 4 workweeks for rates 5, 6, and 7; and 6 workweeks for rates 8, 9, and 10. Extra nonpay status must be made up with creditable service before the next increase is made. The waiting periods for advancement are:

- (1) Rates 2, 3, and 4 - 52 weeks of creditable service.
- (2) Rates 5, 6, and 7 - 104 weeks of creditable service.
- (3) Rates 8, 9, and 10 - 156 weeks of creditable service.

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(b) Intermittent employees with no regular tour of duty. Waiting periods for advancement are:

- (1) Rates 1, 2, and 3 - 260 days of creditable service in a pay status for a period of at least 52 calendar weeks.
- (2) Rates 4, 5, and 6 - 520 days of creditable service in a pay status for a period of at least 104 calendar weeks.
- (3) Rates 7, 8, and 9 - 780 days of creditable service in a pay status for a period of at least 156 calendar weeks.

(c) Beginning of a waiting period.

- (1) Upon a new appointment in the Federal service.
- (2) After a break in service or a nonpay status of more than 52 calendar weeks.
- (3) Upon getting an equivalent increase. An equivalent increase is an increase in salary rate at least equal to a within-grade increase in the grade in which the employee works, or worked during the waiting period.

§§2054.3 - 2054.50 [Reserved]

Attachment: Exhibit A

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Exh A not automated see manual

